

## POSITION INFORMATION

Position Title	Adjunct Faculty-PT
Number of Positions	2
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	9
Position Classification	Faculty
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 8, 2022

## FOR ADDITIONAL INFORMATION

Contact	Donna Everett
Contact Title	Dean of Healthcare Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)636-6316
Email	d-everett@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Must hold a bachelor's degree with a major in nursing;
2. Minimum of three years of clinical experience as a registered nurse;
3. Unencumbered registered nursing license to practice in the state of Mississippi;
4. Satisfy a criminal history background check;
5. Current American Heart Association Basic Life Support certification; and
6. Current immunization record

### Preferred Qualifications

Teaching experience preferred.

### General Statement of the Function

All nursing faculty facilitate the teaching and learning process in the classroom, skills lab, simulation lab, and clinical setting as assigned; follow established policies and procedures of the College and program; participate in ongoing program quality improvement to support outcomes; and support, encourage, and participate in College and program organizations, committees, and activities.

### Duties and Responsibilities

1. Must maintain required immunizations, and annual tuberculosis testing;
2. Must complete and implement an annual professional development plan, which includes (10) contact hours of continuing education each academic year;
3. Facilitates the teaching and learning process for all students so that each student will have an opportunity to achieve the objectives and College and program outcomes;
4. Maintains accurate records of student class attendance and progression and prepares appropriate reports as needed;
5. Assists in assessment, planning, organization, implementation, evaluation, and review process of the nursing programs of the College to ensure continuous improvement;
6. Participates in Healthcare Advisory Council to seek input in program development and evaluation;
7. Submits budget requests to the Dean of Healthcare Education during the annual budget revision process;
8. Submits requests for purchase orders for materials, supplies, and equipment to Dean of Healthcare Education;
9. Serves as academic advisor for assigned students for the College guidance program;
10. Counsels any student who seeks or needs assistance;
11. Maintains appropriate office hours as required by College policy or program;
12. Attends all scheduled faculty meetings and division /departmental meetings;
13. Provides faculty representation on assigned College committees as described in the ECCC Policies and Procedures Manual;
14. Participates in college or state level academic committees as assigned;
15. Participates in professional organizations and other faculty/staff development activities that contribute to professional growth;
- \*Associate Degree Nursing Faculty must maintain competency to teach instructional areas;
16. Supports and participates in the community affairs that contribute to the total well-being of the College, community, program, and individual faculty;
17. Conducts themselves and family affairs so as to always bring credit to the College and to the community;
18. Assists in maintaining standards of conduct and discipline for the students as set forth by the institution, the Nursing Student Handbook, and the American Nurses Association Code of Ethics for Nurses with Interpretive Statements®;
19. Follows the established College Policies and Procedures to enhance instruction, facilitate administration, and student well-being;
20. Assists with recruiting and placement of students;

21. Assists with student orientation and registration on the scheduled dates during the summer months;
22. Maintains responsibility for program equipment maintenance and equipment transfer and disposal;
23. Actively participates in ongoing duties and assignments required by accreditation agencies; and
24. Performs other duties as assigned.

## APPLICATION DETAILS

Application Deadline      OPEN UNTIL FILLED

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).